

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 06-168

INDEFINITE

19 September 2006

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-7160/6757 (DSN) 256-7160/6757

SERVICE: *Army Guard*
APPLICATIONS ACCEPTED UNTIL: 28 September 2006
EMPLOYMENT LOCATION: Various location throughout the State
TELEPHONE CONTACT: LTC Brian J. Catalano, 508-233-6622
DSN: 256-6622

POSITION: SUPPLY TECHNICIAN
SERIES/GRADE: GS-2005-6

PDCN: 70533
SALARY: Salary is dependent upon location of unit
Can range from PA \$ 33,699 to \$ 44,285*

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input checked="" type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

- ✓ All current members of the Massachusetts Army National Guard.
- ✓ All individuals eligible for immediate enlistment into the Massachusetts Army National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS: CMF 92
Maximum Military Grade
Minimum Military Grade

Officer:
Officer:

Warrant Officer:
Warrant Officer:

Enlisted: SSG
Enlisted: PFC

GENERAL EXPERIENCE: Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulation, procedures, identification codes, etc. Familiarity with ULLS-4, IMAP, FEDLOG, DPAS preferred.

SPECIALIZED EXPERIENCE: Must have 9 months experience in knowledge of how to fill out, post, file, control, or code supply documents or transactions. Experience in supply that have provided the applicant with the knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a supply system. Experience in computer technology competencies and be able to perform with efficiency using automation. Must have knowledge, skills and abilities to manage daily supply operations for a TDA organization. Must be able to work independently with minimal supervision.

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:

1. Ability to establish and maintain effective work relationships.
2. Knowledge of regulatory requirements governing the accounting for government property.
3. Knowledge of standard methods of receipt or material order documentation control and material processing.
4. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage.
5. Knowledge of regulations, and mechanized/statistical techniques in the computation and forecasting of quantitative requirements.

Individuals selected for this position must pass an employment physical within 60 days or be terminated from the position without benefits

****A recruitment bonus of 15% of annual basic pay will be paid to the selectee who is newly appointed to the federal government. This includes currently employed temporary technicians as well as previously employed permanent technicians who have had a break in service of 90 days or more. The selectee must sign an agreement to remain as an employee for a minimum of one year. If the selectee fails to complete the agreed upon service period, he/she must repay the portion of the bonus attributable to the uncompleted period.**

This is an indefinite position, tenure 3, with a time limit determined by the needs of the agency. Any permanent military technician, tenure 1 who is selected for this position will become tenure 3. The selectee will receive the same benefits and entitlements as the tenure 1 employee but will be considered tenure 3 for purposes of reduction in force. If a permanent resource becomes available, incumbent may be converted to a permanent appointment without further competition.

Job announcements and application procedures are posted on Internet: WWW.MASS.GOV/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

Applicants must submit **one** of the following:

- ✓ Resume
- ✓ Optional Application for Federal Employment (OF 612)
- ✓ SF 171

Include all of the following:

- ✓ Application/Resume
- ✓ 1 Copy - HRO Form 1-1 (Application for Position Vacancy)
- ✓ 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
- ✓ 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) 1982. (This form is optional)
- ✓ Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

HQ STARC MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604



SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: MA-staffing@ng.army.mil
Information on applying electronically can be found at:
<http://www.state.mass.gov/guard>
Look under **Electronic Application Procedures**
TEB's are also posted on GKO/MAKO

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-7160/6757 or DSN 256-7160/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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